North Central Regional Transit District ("NCRTD")

Resolution 2009-13

DEFINING STANDARDS AND PRACTICES FOR THE IMPLEMENTATION OF NEW SERVICE ROUTES

WHEREAS, the NCRTD was created through legislative enactment (chapter 65, signed March 21, 2003); and,

WHEREAS, the NCRTD is a sub-division of the State of New Mexico with all the authority and duties of the same (NMSA 1978, § 73-25-4); and,

WHEREAS, the NCRTD Board has the authority to operate regional transit services and new transit service routes within its area of operation pursuant to NMSA 1978, § 73-25-6 (A) (6); and,

WHEREAS, the NCRTD Board has the authority to make and pass resolutions necessary for the execution of the powers vested in the district (NMSA 1978, §73-25-5(G)(3)); and,

WHEREAS, the NCRTD Board wishes to establish a uniform and fair system for the implementation of new transit service routes within the district; and,

WHEREAS, the NCRTD Board recognizes that any new transit service routes are constrained by the NCRTD's budget and staffing; and,

WHEREAS, the NCRTD Board recognizes that in order to be fair to the members of the NCRTD and to best serve the public of the region it is in the best interest of the NCRTD to establish standards and practices for the implementation of new transit service routes.

NOW, THEREFORE, BE IT RESOLVED by the NCRTD Board that:

1. No new transit service route shall be initiated or established by administrative action or public request unless the proposed new service route shall have been first formally proposed by motion of a representative of a member entity in the geographic area of the route at a Coordination and Consolidation Subcommittee meeting. Any Board member may request through the subcommittee Chair that an item "consideration of new service route(s)" be included on the agenda of a subcommittee meeting. The Board member requesting the agenda item shall provide the Chair with sufficient information to define and describe the proposed new service route(s) so that the item can be fairly presented to the subcommittee. The staff shall include said item on the agenda at the request of the Chair along with a brief description of the proposed new service route(s).

2. The NCRTD Board may consider additional service routes at any meeting where the item has been duly noticed on the agenda. The second step following the recommendation for consideration by the Coordination and Consolidation Subcommittee shall be to obtain Board approval for a "Needs Assessment Report" on the proposed additional route(s). If the Board approves a Needs Assessment Report the staff shall prepare the Needs Assessment Report for the next meeting of the Board. If the Needs Assessment Report cannot be timely completed prior to the next Board meeting the staff shall provide a status report on the progress made to date on the Needs Assessment. The Needs Assessment Report shall include an assessment of the anticipated number of passenger trips for the forthcoming fiscal year and such additional information as may be reasonably necessary for the Board to determine the extent of the need for the proposed additional route. The Needs Assessment Report shall also include demographic information on the anticipated rider-ship that is likely to be served by the proposed route. All Needs Assessment Reports shall be filed and saved for future use to assess changes in demands and to compare relative demands among existing and proposed routes.

3. If a Needs Assessment Report is prepared the staff shall present the findings to the Board along with a Fiscal Impact Report showing the estimated cost of the proposed route including: capital costs for new equipment, signage, and shelters; direct labor costs for drivers and mechanic needed to implement the proposed route; and any incremental costs or impacts that may be material to the Board's decision. The staff shall also present prorated figures showing the annual cost per mile of the route(s) and the annual cost per rider of the route(s). However, the Board shall retain full discretion to approve or deny implementation of a proposed route regardless of the Needs Assessment Report and the efficiency of the route(s) so long as the Board appropriates sufficient amounts in its annual budget to fund the additional route(s).

4. After reviewing the Needs Assessment Report, the Fiscal Impact Report and the efficiency of the route the Board shall consider approving the

expenditure of funds necessary to implement the route(s). If funds are budgeted and approved the route(s) shall be implemented.

5. No sooner than six months and later than nine months following the implementation of new route(s) the route(s') value to the regional transit system shall be assessed by the Board at a Board Meeting. The staff shall provide information regarding ridership, demographics and efficiency of the route along with comparison data for other comparable routes within the district to assist the Board in assessing the value of the route and whether to continue, discontinue or expand the service on the route.

6. The NCRTD Board shall approve funding for route(s) and services based upon the benefit to the region as a whole.

PASSED, APPROVED AND ADOPTED BY THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT BOARD ON THIS 18th DAY OF September, 2009.

Alfred Herrera, Chair

Approved as to form:

Mark A. Basham, Counsel